



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Human Resources Advisor

**Job ID** 18-968-07-099-3279

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=18-968-07-099-3279>

**Company** CSIS

**Location** Ottawa, Ontario

**Date Posted** From: 2018-08-20 To: 2050-01-01

**Description**

Closing Date 2020-09-23

Reference Number 18-968-07-099

Job Category Experienced

Who Can Apply Canadian Citizens

Location Ottawa, Ontario  
Burnaby, British Columbia

Salary Range \$69,350 - \$84,360

Status Indeterminate (permanent) - or Term

Language Requirement Bilingual Imperative (CBC/CBC) -Ottawa  
English Essential (EE/EA)-Burnaby

**Job Summary**

The Human Resources Advisor is responsible for:

- Act as a resource person by providing advice on Human Resources related matters and policy interpretation to managers and employees, as well as making recommendations on problem resolution. This can also include developing and delivering information sessions on Human Resources related matters to managers and employees.
- Respond to client needs by providing expertise on various Human Resources matters.
- Assess Human Resources processes and activities to enhance their effectiveness and ensure they are conducted according to policies.
- Act as a point of contact to internal/external candidates/resources/clients and coordinate Human Resources processes.
- Conduct special projects and make recommendations on improvements to the program.

- Research and gather information, analyse data, write reports and memoranda.
- Staff vacancies by developing and conducting competency based interviews in accordance with internal policies and adherence to human resources principles, employment equity and official languages programs. This can also include screening external applicants, conducting personal suitability interviews, monitoring and maintaining contact with applicants and participating in various career fairs.

## Education

- Undergraduate degree in a field related to the position or Human Resources certification recognized by Chartered Professionals in Human Resources Canada or the Human Resources Professionals Association (Ontario) and four (4) years of experience in the interpretation of policies and procedures in any one or more of the following Human Resources disciplines: human resources planning, classification, staffing, recruitment, training, performance management or labour relations within the last seven (7) years.

Fields related to the position include: human resources, labour or industrial relations, psychology, public or business administration, organizational development, education sciences or social sciences. The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense from an accredited learning institution recognized in Canada. A higher level of relevant education could be recognized as experience.

## Experience

- Two (2) years experience in the provision of advice on complex human resources management issues to management.
  - Two (2) years experience in the planning, delivery or management of human resources services in any one or more the following Human Resources disciplines: human resources planning, classification, staffing, recruitment, training, performance management or labour relations.
- The breadth and depth of sought experience involves files of various complexities, multiple issues, partners or clients, impacts or risks, which would normally be acquired over a period of two (2) years. Candidates must also possess:
- Experience conducting interviews for selection and recruitment processes (e.g. assessing, obtaining and reporting information)

## Competencies

- Advisory
- Analytical Skills
- Behavioural Flexibility
- Communication
- Organizational Skills/Multitasking
- Teamwork

## Conditions of Employment

Please indicate within your cover letter your region of choice. Ottawa - Term positions with the possibility of an extension with a one (1) year probation with a language requirement of Bilingual imperative (CBC/CBC). Burnaby - An Indeterminate (permanent) position available with a one (1) year probation with a language requirement of English Essential (EE/EA).

## Notes

A written task will be administered for the assessment of candidates. The task will be used to assess your experience and competencies as they relate to the position.

## Reference Links

## Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

## Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit [CSIS for Human Resources Advisor](#)